



Position Description

POSITION TITLE: Director of Diversity & Inclusion Initiatives

DRAFTED: June 2018

REPORTS TO: President & CEO

POSITION PURPOSE

This role will lead the South Bend - Elkhart regional efforts in executing strategies focused around developing more visibility, connection, mentorship, and business opportunities for women, minorities and immigrants that will ultimately lead to increased household incomes for the entire community. The director will be partnered with the Regional Partnership's Diversity and Inclusion (D&I) committee (the "Committee"). This role will be responsible for ensuring that the strategies and activities developed by the Committee are well executed and providing feedback and progress reports to ensure that strategies are aligned with realities. Working with the Committee and the other stakeholders of the South Bend - Elkhart Regional Partnership, the Director will play a vital role in making our community a place of choice for professional minorities, women and immigrants.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Cultivate a focus on diverse leadership from top level (C-Suite) business leaders in the region.
- Initiate networking events to bring talented diverse leaders together to share ideas and bring visibility to the talents in our region.
- Create programming to facilitate mentoring and professional development.
- Develop and promote the business case for improving D&I in area businesses and organizations.
- Assist and advise regional businesses in developing and implementing their D&I strategy.
- Promote certification for minority and women owned businesses and stimulate business connections with other regional businesses, large corporations, and federal, state, and local government contracting.
- Partner with local agencies such as chambers, councils, affiliation groups, and colleges to ensure that a strong pipeline of diverse professionals is easily available and highly visible to area leadership.
- Create communication, marketing, and public relations strategies that amplify the stories of women and minority professionals in our region.
- Develop the framework and infrastructure to create a long-term sustainable initiative.
- Conduct research and implement best practices from other similarly focused initiatives.
- Establish regional awards for champions of D&I to recognize successful individuals, businesses, and groups.
- Maintain communications and engage with volunteers interested in providing support to the D&I efforts.

Committee Support:

- Maintain the official records of the committee, including scheduling and sending notices of meetings, attending and transcribing minutes.
- Manage the execution of strategic projects devised by the committee.
- Assist in fund raising efforts, budgets, and regular financial reporting, as needed
- Prepare reports, letters, memos, correspondence, charts, presentation materials, etc.
- Ensure compliance with Regional Partnership charter, committee mission, and any relevant agreements.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- A bachelor's degree or higher and experience working with C-Suite leadership.
- Significant experience in any or all of the following: event planning, marketing, communications, public relations, project management, fund raising, operations management, executive administration, board management, and relationship management.
- Experience with diversity and inclusion initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Exceptional interpersonal and communication skills
- Actively supports and embraces the vision, mission and values of the Regional Partnership and the Diversity and Inclusion Committee
- Exercises effective judgment and decisions within context of mission utilizing strong analytical skills
- Applies creativity and initiative to solve challenges or improve effectiveness and efficiency
- Proactive and goal-oriented with strong project execution capabilities
- Planning, organizing, executing, and evaluating events and projects
- Clear and concise communication, both verbal and written
- Strong energy and work ethic
- Flexibility in work hours when needed
- Continually seeks and accepts opportunities for professional growth